## **HCC COURSE SELECTION GUIDE**

## BUSINESS OFFICE TECHNOLOGY: Legal Assisting

Certificate

Name				Banner ID No			
Address				Program Entry Date			
				Advisor			
PLACEMEN	NT ASSESSM	ENT					
DS091 □	DS095 □	DS010 □	DS011 □	DS050 □	DS099 □	EN100R □	
PROGRAM	REQUIREME	NTS					

Semester		Course		
Taken	Grade	Number	Course Title	Credits
		LAW101	Legal Research & Writing	3
		BOT103	Keyboarding II*	3
		LAW102	Contracts	3
		BOT218	Word Processing Software Package	3
		LAW103	Litigation	3
		LAW201	Torts	3
		BOT216	Machine Transcription (Legal)	3
		BU211	Business Communications	3
		LAW	Electives**	3
			Total	27

<sup>\*</sup>Student may be required to complete prerequisite before taking BOT103.

1997 - 5/17/99 FALL 2002

<sup>\*\*</sup>Must be chosen in consort with the Academic Advisor - choices are Real Property, Probate Law, Business Organization, or Family Law. LAW211, LAW212, LAW213, LAW214